

City of St. Charles

New Residence



Building & Code Enforcement Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office) 630.443.4638 (Fax)
<http://www.stcharlesil.gov>

***Please direct any and all questions to the City of St. Charles Building & Code Enforcement Division:
Monday through Friday (8 AM to 4:30 PM) at (630) 377.4406***

A building permit is required prior to any construction of a new residence. The following are guidelines and comments for obtaining a building permit.

Please note:

A mandatory meeting is to be held with the prospective homeowner and a representative of the City of St. Charles prior to issuance of a building permit to explain the City permitting process, inspection procedures, and the benefits and costs of residential fire sprinklers.

Application and Drawings Procedures:

- ❑ An application is to be filled out and submitted to the Building & Code Enforcement Division. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- ❑ Two (2) sets of drawings showing the construction details of the house are to be submitted with the application. If there are more than two (2) residential units, then three (3) sets of drawings sealed by an Illinois architect must be submitted with the application.
- ❑ Two (2) copies of the plat of survey must be submitted with the application. The plat of survey must show the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey. If there are more than two (2) units, then three (3) copies of the plat of survey showing the location of the house and the measurements to all of the lot lines and the top of the foundation height indicated on the survey must be submitted with the application.
- ❑ Two (2) copies of a Foundation Site Survey must be submitted to the Building and Code Enforcement Division for approval. ***Construction is not to go beyond the backfill until surveys are approved.***
- ❑ Two (2) copies of a topographic Survey must be submitted no less than five (5) working days prior to the final inspection. The Development Engineering Division will review this survey. Please call the Development Engineering Division at (630) 443-3677 should you have any questions.
- ❑ The attached Specification for One and Two Family Residence form must be filled out and submitted with the application.
- ❑ The application for Electric Service must be completed and submitted with the application.
- ❑ The owner may do the plumbing for this new residence. Owner must provide information that they will occupy structure for a minimum of six months. Should anyone other than the owner and occupant do the plumbing, it must be done by an Illinois licensed plumber. The person or company is to provide a letter of intent, on their letterhead, indicating they are conducting the work for this project. Along with the letter of intent, please provide copies of their Illinois State Plumbing License and Illinois State Contractor License.
- ❑ If your property is located in any of the R-T Zoning Districts and involves any outside structural alterations, additions, and detached garages, our Planning Division will conduct a review.
- ❑ For the setbacks for your particular zoning, please contact a Building Inspector at the Building & Code Enforcement Division at (630) 377.4406.
- ❑ Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees (All payments are to be made either in the form of cash, check, or money order):

⇒ A filing fee is to be paid at time of submission of application and plans.

A fee of **\$125.00 (to be paid at time of submittal)**

○ Additional fees for your permit are to be paid at the time the permit is approved and ready to be obtained.

- 0.27 per square foot of each level of building – including basement, garage, and crawl space
- Additional fees for utility connections, such as electric, water; sewer connections and water meters are to be paid at the time the permit are approved.

⇒ **Re-inspection fee.** During the construction of your project should you fail any of the required inspections there is a re-inspection charge. The fees are due prior to certificate of occupancy. The fee schedule is as follows;

- \$65.00 per Building & Code Enforcement re-inspection for all types of inspections during construction (excluding finals)
- \$85.00 per re-inspection for all residential final inspections.

⇒ **Temporary certificate of occupancies.** \$85.00 is due prior to issuance of a temporary certificate of occupancy for residential.

Inspections:

The following is a list of inspections, which might be required for your project and the amount of time needed to conduct the inspection.

- **Footing –** Approximately one-half hour.
- **Foundation/rebar -** Approximately one-half hour.
- **Foundation/backfill -** Approximately one-half hour.
- **Sewer -** Approximately one-half hour.
- **Water** Approximately one-half hour.
- **Storm piping -** Approximately one-half hour.
- **Exterior house wrap -** Approximately one-half hour.
- **Framing –** Approximately one to three hours. This time varies due to the size of the house. This inspection is usually conducted the same time as the electric.
- **Electric -** Approximately 1 to 2 hours. This time varies due to the size of the house. This inspection is usually conducted the same time as the framing.
- **Underground Plumbing –** Approximately one-hour.
- **Rough Plumbing –** Approximately one-hour.
- **Floors/slabs -** Approximately one-half hour.
- **Mechanical - HVAC -** Approximately one-half hour.
- **Duct tightness test -** Approximately one-half hour.
- **Insulation -** Approximately one-half hour.
- **Blower Door Test** Not conducted by City Inspectors – done by other agency
- **Final -** Approximately one to three hours. This time varies due to the size of the house.
- **Any other required inspections specific to your project will be listed on the Permit Conditions sheet attached to the plans and permit.**

Overtime Inspections:

The Building & Code Enforcement Division Manager or his designee may approve requests for overtime inspections for unique circumstances. The charge for an overtime inspection will be a separate charge and will be invoiced to the individual contractor or company who requested the overtime inspection.

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- ☐ St. Charles Municipal Code
- ☐ 2009 Int'l Building Code w/revisions
- ☐ 2009 Int'l Mechanical Code w/revisions
- ☐ 2008 Nat'l Electrical Code w/revisions
- ☐ 2004 IL State Plumbing Code w/revisions
- ☐ 2009 Int'l Residential Code w/revisions
- ☐ 2009 Int'l Fire Codes w/revisions
- ☐ 2009 Int'l Fuel Gas Code w/revisions
- ☐ 2009 Int'l Energy Conservation Code

General Comments:

1. Compliance with above indicated codes, ordinances and inspections is required.
2. R105.7 Placement of permit. The building permit card shall be kept on the site (in the window) of the work and be visible from the street until such time as a certificate of occupancy permit has been issued, or a final inspection has been performed.
3. R106.3.1 Approval of construction documents. The approved (stamped) drawing shall be kept on the site of the project and shall be open to inspection by the Building Official or his or her authorized agent/representative.
4. It is the responsibility of the general contractor and/or owner to provide all subcontractors with copies of all permit conditions and the required inspections.
5. R109.3 Inspection Request- It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work (Approved Ladders, Safety Railings).
6. A minimum of 24-hour notice is required when scheduling any inspection.
7. R319.1 Address Numbers- Building shall have approved 4-inch minimum high numbers placed in position that is plainly legible and visible from the street. These numbers shall contrast with their background.
8. Occupancy will not be granted until the water, sewer, and the electric has been inspected and accepted by the city.
9. Per Ordinance No. 1987-M-93, there shall be no open burning.
10. Silt fences shall be installed and maintained for erosion control.
11. No structures are to be located in the indicated easement area.
12. All exterior doors must have a dead bolt lock with no less than a one-1-inch throw.
13. Lumber spans shall be from the 2002 Canadian Wood Council Data Book.
14. Opening between the garage and the dwelling unit shall be equipped with an approved 20-minute fire resistance rated door, including the frame and hardware with self-closing hinges.
15. If laundry chute is provided, the laundry chute shall be provided with self-closing doors or dampers on all floors.
16. R314 Smoke alarms- Smoke detectors are required in all sleeping areas and all floors. Smoke and carbon monoxide detectors outside sleeping area within 15-feet. All detectors must be hardwired, interconnected and with battery backup (When basement is finished an additional smoke detector is required in the furnace room).
17. Exterior walls shall have a minimum R-20 value. Ceiling to have a minimum R-38 with approved vapor retardant.
18. Every basement shall have a minimum of one (1) approved escape egress window to the exterior. Sill height off basement floor shall be no greater than thirty-six (36") inches. Window wells shall meet the 2009 International Residential Code, Section R310.2.
19. Minimum footing for framed house 8" x 18". Minimum footing with brick veneer 10" x 20".
20. Above ground D.W.V. system to be tested with water to top of stack. Underground D.W.V. system may be Schedule 40 PVC by an approved anchoring system.
21. Underground copper to be Type K.
22. Building sewer service per Ordinance 1997-M-122. (Overhead)
23. Floor drain to be installed within six (6') feet to hot water heaters to except discharge from T & P valve.
24. Provide an anti-siphon frost proof sill cock in front and rear of the house.
25. Storm sump pump pit to be installed in lower level for footing tile. Minimum four (4") inch hard piped to storm sewer with SDR 26 or Schedule 40 PVC.
26. Water service shut off valve (B-Box) shall be placed in easement and not in any paved area.

27. An approved pressure reducing valve and strainer with by-pass relief valve shall be installed in the water service pipe near the entrance to the building when the street water pressure exceeds 80 PSI in order to reduce the water pressure to 80 PSI or lower. The pressure reducing valve shall comply with applicable requirements of ASSE Standard #1003.
28. The electric service location has to be approved by the Electric Department before installation. Service should be kept clear of any area where a deck might cover or this will have to be moved. Contact the Electric Department (630) 377-4407 for approval.
29. R302.5.1 Amendment R309.1.2 Opening Protection. Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with solid wood doors not less than 1-3/8-inches in thickness, solid or honeycomb core steel doors not less than 1-3/8-inches thick. All such doors shall be equipped with self-closing hinges.
30. R302.7 Under stair protection. Enclosed accessible space under stairs shall have walls, under stair surfaces, and any soffits, protected on the enclosed side with 5/8-inch type X gypsum board.
31. All exterior doors must have a dead bolt lock with no less than a one-1-inch throw.
 - "Single-cylinder dead bolt" means a dead bolt lock activated from the outside by a key and from the inside by a knob, thumb turn, lever, or similar actuator.
 - "Sliding door dead bolt" means a single dead bolt, which after penetration of the strike, expands or is pivoted hook-type to resist sliding of the door by force.
32. R302.11- Fire blocking- In combustible construction, fire blocking shall be provided to cut off all concealed draft openings (both vertical and horizontal) and from an effective fire barrier between stories, and a top story and the roof space.
 - 1) Vertically at ceilings and floor levels.
 - 2) Horizontally at intervals not to exceed 10 feet.
- R302.11.1 Fire blocking material-
 - 1) 2-inch nominal lumber
 - 2) 3/4-inch plywood
 - 3) 1/2-inch drywall
 - 4) Mineral wool installed in such a manner as to be securely retained in place.
 - 5) Approved caulk
33. R303.3 Bathrooms-

Exception: The glazed area shall not be required where artificial light and mechanical ventilation systems are provided. The minimum ventilation rates shall be 50 cfm for intermittent ventilation or 20 cfm for continuous ventilation. Ventilation air from the space shall be exhausted directly to the exterior of the structure by means of either the soffit area or through the roof with an approved connection, an insulated R-3 duct in all unconditioned areas.
34. R308 Glazing- Tempered glass requirements per this section.
35. R309 Garage floor surface- the area of floor used for parking of automobiles or other vehicles shall be sloped to facilitate the movement of liquids to drain or toward the main vehicle entry doorway.
36. R302.6 Amendment R309.2.1 Separation required. The garage shall be separated from the residence and any attic area by not less than 5/8-inch type X gypsum board applied to the garage side and taped with a minimum one coat of approved joint tape and compound. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall be protected by not less than 5/8-inch type X gypsum board with one coat of approved joint tape and compound or equivalent (attic opening casing shall be noncombustible). The garage floor shall be poured a minimum of 4-inches below the top of the foundation to form a gas curb on any wall of the garage abutting the house.
37. R311.7.2 Headroom- The minimum headroom (finished) in all parts of the stairway shall not be less than 6-feet-8-inches measured vertically from the sloped line adjoining the tread nosing.
38. R311.7.7.1 Handrail heights- Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope shall be not less than 34-inches and not more than 38-inches.
39. R311.7.7.2 Handrail -continuity for stairways shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight. Handrail ends shall be returned or shall terminate in to newel post or safety terminals. Handrails adjacent to the wall shall have a space of not less than 1-1/2 inches between the wall and the handrail.

40. R311.7.5 Landings for stairways. A minimum of 3-foot by 3-foot landing shall be required on each side of an egress door. The floor or landing shall not be more than 1-1/2-inches lower than the top of the threshold.

Exception:

1. At the top of a flight of all stairs, provided the door does not swing over the stairs.

41. R311.7.7 Handrails. Handrails shall be provided on at least one side of each continuous run of treads or flight with more than three (3) or more risers.
42. R408.4.1 Crawl Space Floor. A minimum of a 2-inch thick slush coat of poured concrete shall be installed over a minimum of 4-inch thick stone in the crawl space; with a minimum of a six (6) mil thick polyethylene film moisture barrier with all joints lapped a minimum of 6-inches.
43. R506.2.1.1 Back-Fill under Concrete Garage Floors (attached). The sub-base for poured concrete garage floors shall be undisturbed inorganic soil. All fill material shall be clean graded sand, crushed stones, or gravel. The use of any soils as fill material is prohibited. Compacted non-organic material can be used with dowelling #4 rebar into the foundation wall a minimum of 4 inches extending into the garage floor area a minimum of 3-feet, placed 24-inches on center around the three (3) walls forming the garage area, may be used.
44. R1001.11 Hearth extension dimensions (Wood burning fireplaces) - Hearth extension shall extend 16-inches in front of and at least 16-inches beyond each side of the fireplace opening. Where the fireplace opening is 6 square feet or larger, the hearth shall extend at least 20-inches in front of and at least 12-inches beyond each side of the fireplace opening. Wood burning fireplaces shall have a chimney spark arrestor.
45. Appendix F-Radon control methods- (New construction) sub-slab depressurization system (passive Radon control) shall be installed in accordance with Appendix F. Slab caulking required on existing homes with Radon system that will be covered.
46. NEC 210.12-Combination-type AFCI protective devices are required in all rooms (family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms) with the exception of kitchens, bathrooms, and garages.
47. NEC 210.52- A porch, balcony, or deck having an overall area of 20 feet, 2 or more must have at least one receptacle outlet installed within its perimeter. Because it is an outdoor receptacle, GFCI protection is required. Depending on the location of the porch, balcony, or deck and the location of the receptacle outlet within the perimeter of the porch, deck, or balcony, the receptacle outlet can also be used to meet the outdoor receptacle requirements of 210.52(E) (1) and (E) (2).
48. NEC 210.52(F) - Laundry Branch Circuits. At least one additional 20-ampere branch circuit shall be provided to supply the laundry receptacle outlet(s) required by 210.52(F). This circuit shall have no other outlets.
49. NEC 210.52(B) - requires a minimum of two 20-ampere circuits for all receptacle outlets for the small-appliance loads, including refrigeration equipment, in the kitchen, dining room, pantry, and breakfast room of a dwelling unit. The limited exceptions to what can be connected to these receptacle circuits allow the full capacity of the small-appliance circuits to be dedicated to the kitchen/dining area wall and countertop receptacles for the purposes of supplying cord-and-plug-connected portable appliance loads.
50. NEC 210.52(G) - Basements and Garages. For a one-family dwelling, the following provisions shall apply:
- (1) At least one receptacle outlet, in addition to those for specific equipment, shall be installed in each basement, in each attached garage, and in each detached garage with electric power.
- (2) Where a portion of the basement is finished into one or more habitable rooms, each separate unfinished portion shall have a receptacle outlet installed in accordance with this section.
- Section 210.8(A) (5) requires receptacles in unfinished basements to be protected by GFCIs.
- Section 210.8(A) (2) requires receptacles installed in garages to be protected by GFCIs.
51. NEC 210.70 Lighting Outlets Required.
- Lighting outlets shall be installed where specified in 210.70(A), (B), and (C).
- (A) Dwelling Units. In dwelling units, lighting outlets shall be installed in accordance with 210.70(A) (1), (A) (2), and (A) (3).
- (1) Habitable Rooms. At least one wall switch-controlled lighting outlet shall be installed in every habitable room and bathroom.
- (2) Additional Locations. Additional lighting outlets shall be installed in accordance with (A) (2) (a), (A) (2) (b), and (A) (2) (c).
- (a) At least one wall switch-controlled lighting outlet shall be installed in hallways, stairways, attached garages, and detached garages with electric power.

- (b) For dwelling units, attached garages, and detached garages with electric power, at least one wall switch-controlled lighting outlet shall be installed to provide illumination on the exterior side of outdoor entrances or exits with grade level access. A vehicle door in a garage shall not be considered as an outdoor entrance or exit.
- (c) Where one or more lighting outlet(s) are installed for interior stairways, there shall be a wall switch at each floor level, and landing level that includes an entryway, to control the lighting outlet(s) where the stairway between floor levels has six risers or more
- (3) Storage or Equipment Spaces. For attics, under floor spaces, utility rooms, and basements, at least one lighting outlet containing a switch or controlled by a wall switch shall be installed where these spaces are used for storage or contain equipment requiring servicing
- 52. (B) Guest Rooms or Guest Suites. In hotels, motels, or similar occupancies, guest rooms or guest suites shall have at least one wall switch-controlled lighting outlet installed in every habitable room and bathroom.
- 53. (C) Other Than Dwelling Units. For attics and under floor spaces containing equipment requiring servicing, such as heating, air-conditioning, and refrigeration equipment, at least one lighting outlet containing a switch or controlled by a wall switch shall be installed in such spaces. At least one point of control shall be at the usual point of entry to these spaces. The lighting outlet shall be provided at or near the equipment requiring servicing.
- 54. NEC 320.23(A) - Cables shall be protected by guard strips that are at least as high as the cable, 6-feet from the nearest edge of the scuttle hole or attic entrance. Protect all if a permanent ladder or stairs is installed.
- 55. NEC 334.15(C) - NM cable installed on a wall of an unfinished basement shall be permitted if installed in listed conduit.
- 56. NEC 406.11- Tamper-Resistant receptacles are required for all areas specified in 210.52; all 125-volt, 15 and 20 ampere receptacles shall be listed tamper- resistant receptacles.
- 57. NEC 410.16 – Luminaries in Clothes Closets when installed.
- 58. NEC 680.71-Hydromassage bathtubs and their associated electrical components shall be on an individual branch circuit(s).
- 59. **15.04.045 Amendments to the 2008 National Electric Code NFPA 70.**
 - 1. **Section 110.13 (A) Mounting:**

(A) Mounting. All electric panels mounted on concrete or masonry walls that are either exterior walls or below grade, shall have a minimum of 1/2-inch plywood installed behind the panel, or the panel shall be mounted to structural mounting channel that provides a minimum 1/2-inch airspace between the panel and the wall, for the purposes of support and to help prevent moisture entering the panel. Such mounting shall allow panel replacement if required.
 - 2. **Section 210.70 Lighting Outlets Required:**

(D) Illumination of Mechanical Equipment. All occupancies shall have luminaries installed within 4-feet of the front of all electric panels and within 4-feet of mechanical heating equipment to enable servicing the equipment.

Per the 2009 International Energy Conservation Code, Construction documents drawn to scale shall be of sufficient clarity to indicate the location, nature and extent of the work proposed, and show in sufficient detail pertinent data and features of the building, systems and equipment. Details shall include, but are not limited to as applicable.

- 1) Insulation materials and their R-values, existing 2x4 walls shall have R-15 insulation.
- 2) Fenestration (doors, skylights, and windows) U- factors (rate at which door, skylight, or window conduct non-solar heat flow) and SHGC (ratio at which solar heat enters a space through a window or skylight). U-factor stickers are required to be on the glass at frame inspection. All new windows and doors are required to have a U-Factor (the rate at which a window, door, or skylight conducts non-solar heat flow) of 0.35 or better. (The lower the U-Factor the windows, doors, or skylights will be more energy-efficient.) All new skylight windows are required to have a U-Factor of 0.60. **The U-Factor stickers are required to be on the glass at final inspection so that Building & Code Enforcement Inspectors may verify.**
- 3) Area weighted U-factor and SHGC calculations.
- 4) Mechanical system design criteria.
- 5) Mechanical (Boiler, furnace, baseboard heat, A/C unit, radiant heat) and service water heating (water heater) system and equipment types, sizes and efficiencies.

- 6) Equipment (furnace, boiler, baseboard heat, A/C units, radiant heat) and system controls (thermostats or controls).
 - 7) Duct sealing (ducts, air handlers, filter boxes, and building cavities used, as ducts shall be sealed) duct and pipe insulation (R-values) location. Duct tightness test will be required if air handler and ducts are not located within the conditioned space.
 - 8) Lighting fixture schedule (50% min. of lamps permanently installed to be high-efficacy lamps) with wattage and control narrative.
 - 9) Air sealing details (building thermal envelope shall be sealed to limit infiltration).
- 303.2.1 Protection of exposed foundation insulation-Per prescriptive method insulation applied to the exterior foundation shall have a protective covering protecting the insulation to a depth of 6" min. below grade.
 - 401.3 Certificate- A permanent certificate shall be posted on the electric distribution panel for new homes with the information needed to determine if the home complies with the IECC and will also provide the homeowner with information on the levels of efficiency of heating, cooling, R-values, U-factors, and water heating equipment.
 - 402.4.2 Air sealing and insulation- Building envelope air tightness and insulation installation shall be demonstrated to comply with one of the following options given by section 402.4.1 or 402.4.2.2 (blower door test is required for all new homes).
 - 402.2.3 Access hatches and doors- Per prescriptive method all access doors from conditioned spaces to unconditioned spaces shall be weather-stripped.
 - 402.4.2 Air sealing and insulation- Building envelope air tightness and insulation installation shall be demonstrated to comply with one of the following options given by section 402.4.1 or 402.4.2.2 (blower door test is required for all new homes).
 - 402.4.5 Recessed lighting-Recessed lights installed in the thermal envelope shall be sealed with a gasket or caulked to prevent air leakage between unconditioned and conditioned space (IC- rated and labeled as meeting ASTM E 283).
 - 403.1 Controls- At least one thermostat shall be provided for each separate heating and cooling system.
 - 403.2 Duct insulation- per prescriptive method all ducts in attics shall be insulated to R-8 Min., all ducts not in attics and in unconditioned spaces shall be insulated to R-6 Min.
 - 403.3 Mechanical system piping insulation- Mechanical system piping capable of carrying fluids above 105 degrees or below 55 degrees shall be insulated to a Min. R-3.
 - 403.4 Circulating hot water systems- All circulating service hot water piping shall be insulated to at least R-2, also include an automatic or readily accessible manual switch can turn off the hot water circulating pump when the system is not in use.
 - 403.5 Mechanical ventilation- Outdoor air intakes and exhausts shall have automatic or gravity dampers that close when the ventilation system is not operating.

Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the homeowner/contractor to schedule with the Building Department the required inspections. The required inspections are indicated on the Plan Review form, which is attached to your permit and the Field Copy of drawings. When calling to schedule an inspection, please have the address and the permit number.
- ✓ No facility shall be occupied or used until a final inspection has been made and a certificate of occupancy has been issued.
- ✓ **Inspections shall be called a minimum of 24 hours before they become due.**
- ✓ Call J.U.I.L.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
 - Electric Utilities Red
 - Comcast (Cable) Orange
 - Northern Illinois Gas (NICOR) Yellow
 - Sewer Utilities Green
 - Telephone Utilities Orange
 - Water Utilities Blue



Memo

Date: **October 26, 2010**
To: **St. Charles Developers and Builders**
From: **Development Engineering Division**
(630) 443-3677 Fax: (630) 762-6922
RE: **As-Built Grading Surveys and Certificate of Occupancy Permits –
General Guidelines**

This memorandum is being sent to all current developers and homebuilders within the City of St. Charles. The intention of this correspondence is to clarify any misconceptions with the scheduling of lot as-built lot grading inspections and issuance of Certificate of Occupancy permits (CO).

The developer or builder shall schedule a final inspection with the Building and Code Enforcement Department. This schedule will then be forwarded internally to the Development Engineering Division. Unlike most inspections, these inspections must be scheduled 5 working days in advance.

At the time of scheduling the inspection, the developer or builder must submit an as-built grading survey. This survey shall contain all information on the attached checklist. **The Development Engineering Division Office will not schedule or perform Lot Grading inspections without the receipt of TWO as-built grading surveys.** The as-built grading survey may be submitted to the Building and Code Enforcement Department, or brought directly to the Development Engineering Division. If an as-built grading plan has not been submitted, the lot will not be inspected and the Certificate of Occupancy will be withheld.

NOTE: All erosion control, silt fence, silt blanket, and/or straw bales shall be in place at time of inspection.

After the grading inspection has been completed, the developer will receive a verbal approval, or a written notice of non-conformance from the Development Engineering Division. This notice will detail items to be corrected prior to approval. This notice will be sent to the developer or builder within a maximum of 48 hours after the inspection has been completed. A verbal notice will be provided if this cannot be accomplished within the time constraints.

The Development Engineering Division will issue conditional or temporary approval during winter months **only** if the following conditions are met.

- **ROUGH GRADING** must be in place and only minor issues, as determined by the Development Engineering Division, remain unresolved (i.e., small areas of ponding water, debris or material left on site or minor grading)

- The developer shall provide the City of St. Charles Development Engineering Division with a \$5,000 check as determined by the city, **for each lot**, as a financial guarantee for the completion of the outstanding items. The Development Engineering Division will send a reminder notice on May 15 of the following year (30 days prior to the winter expiration date). **Temporary Development Engineering approval during winter months shall expire June 15 of the following year.**

1. If a check is used, it shall be made payable to the City of St. Charles and have the subdivision name, lot number and street address written on the check. This check will not be cashed unless the developer or homebuilder fails to correct all items prior to the expiration of temporary Development Engineering approval.
2. The Development Engineering Division must receive the financial guarantee prior to the issuance of temporary approval or occupancy permit.

The Development Engineering Division will monitor the submission, release and execution of all financial guarantees relative to lot grading.

After the outstanding items have been corrected, the developer or homebuilder shall reschedule an inspection with the Development Engineering Division (630) 443-3677. This must be done a minimum of 24 hours in advance. The builder or developer will be notified of the inspection results.

- **Pass:** If the outstanding items have been corrected, to the satisfaction of the Engineer, the Development Engineering Division will return the financial guarantee with a letter noting Engineering Division Approval.
- **Fail:** A written or verbal notice will be supplied to the homebuilder or developer detailing all remaining deficiencies. (Items to watch for: B- boxes, clean outs to grade, erosion control devices in place.)

In the event that the improvements are not completed prior to the expiration of the temporary approval, the City of St. Charles will cash the check and use these funds to complete the improvements. The builder or developer will receive the remainder of the financial guarantee with an itemized invoice of work completed within thirty days (30) of completion of work activities. A 10% administrative fee will be added to the direct services provided.

Please contact the City of St. Charles Development Engineering Division with any questions or concerns at (630) 443-3677.

POLICY SUMMARY

RE: RESIDENTIAL AS-BUILT GRADING SURVEY/PLAN

The intent of the as-built grading survey requirements set for in the ordinance is to obtain a record document of a residential site plan as a comparison to the approved design and for future reference. The following information shall be included to provide the desired information concerning grading, drainage, and utilities.

1. Building numbers and street name. If multi-family please include all addresses to the building unit (multi-family lot inspections will be done as one lot only).
2. Lot lines with dimensions drawn to scale no smaller than 1" = 50'.
3. Approved vs. constructed foundation, garage, and window well elevations. Include location of foundation elevation change (upper and lower elevation at each change).
(Highlight lowest structure opening).
4. Spot elevations at all property corners, side lot lines (25' min. spacing), break points, drainage swales and building corners.
5. One-foot contours throughout the property (depict landscape berms or swales).
6. Rim and invert elevations at utility structures.
7. Top-of-curb and centerline pavement elevations along property frontage.
8. Calculated maximum driveway slopes.
9. Clearly defined site benchmark.
10. Topographic features including structures, all window well locations, and permanent water surface levels.
11. Identify 100-year floodplain and floodway lines, when applicable.
12. Depict drainage patterns and emergency overflow routes with arrows.
13. Signature and seal of an Illinois registered land surveyor

This document must be reviewed and approved along with a satisfactory site inspection prior to final occupancy approval.

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City of St. Charles
Municipal Electric Office
Two East Main Street – St. Charles IL 60174
630/377-4407



Electric Service Application – New Service/Upgrade
(Each individual service will require a complete and separate application)

Name: _____ Phone: _____
Original Signature: _____ Fax: _____
Contact Name: _____ Phone: _____
Application Date: _____ Requested Service Date: _____
Note: This application will be null and void if work is not completed within 6 months from said application date.

Existing Building <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Upgrade Service <input type="checkbox"/> Relocate Service <input type="checkbox"/> Convert OH to UG	Other <input type="checkbox"/> Temp Connection <input type="checkbox"/> Street Lights <input type="checkbox"/> Traffic Signals <input type="checkbox"/> New Service <input type="checkbox"/> Relocate <input type="checkbox"/> Antenna Site <input type="checkbox"/> Signage Lights	New Building <input type="checkbox"/> Residential: Single family <input type="checkbox"/> Residential: Multi Family estimated # of units _____ <input type="checkbox"/> Commercial <input type="checkbox"/> Commercial: Multi Family estimated # of units _____ <input type="checkbox"/> Industrial <input type="checkbox"/> Other	Service Voltage Requested <input type="checkbox"/> Single Phase 120/240 <input type="checkbox"/> Three Phase _____ 120/208 _____ 277/480 <input type="checkbox"/> Other
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Service Panel:
Present Rating (amps) _____ Proposed Rating (amps) _____ Proposed Connected KW: _____
Present Peak KW (Demand) _____ Estimated Peak KW (Demand) _____

SERVICE ADDRESS

(A complete and accurate service address is required before service may be installed)

Street Address: _____
Subdivision: _____ Lot # _____ Real Estate Permanent Tax # _____
Legal Description (attach sheet if necessary): _____
Record Titleholder of property: _____
If property is held in trust, identify beneficial owner (s): _____
Address: _____

CUSTOMER BILLING INFORMATION

(This information will be used for utility billing purposes)

Name: _____
Street Address: _____
City/State/Zip _____ Phone: _____
Authorized representative or agent: _____
Title: _____ Phone: _____
Note: Only Cash or Check can be used for payment.

BUILDING DIVISION OFFICE USE

Application Accepted By: _____

Date Application Received: _____

Date Payment Received: _____

Method of Payment: _____

Building Permit No.: _____

ELECTRIC DEPARTMENT CHARGES

Charges Calculated by: _____

Date: _____

<u>ITEM</u>	<u>ACCOUNT #</u>	<u>CHARGES (\$)</u>	<u>AMOUNT PAID</u>
Project Cost:	- 200999 45405	_____	_____
SOCC: VACANT	200999 48500	_____	_____
SECC: VACANT	200999 48501	_____	_____
SOCC:	200999 48502	_____	N/A
SECC:	200999 48503	_____	_____
Upgrade Charges:	200999 48504	_____	_____
Engineering:	200999 45206	_____	_____
Temp Connection:	200999 45407	_____	_____
Electric Improvement:	200999 45404	_____	_____
Relocation	_____	_____	_____
Subtotal		_____	N/A
Less contribution- if applicable		_____	N/A
Total Amount of Charges:		_____	_____

Electric Project No.: _____



CITY OF ST CHARLES

Application for Building Permit for New Residential

Department: Building & Code Enforcement Division

Phone: (630) 377-4406 Fax (630) 443-4638

Application Date: _____ Parcel No. _____ Permit No. _____

PLEASE PRINT ALL INFORMATION

I, _____, do hereby apply for a permit for the following described work

located at _____ Lot No. _____ Subdivision: _____

Description of proposed work: _____

Square feet of building: _____ Estimated Cost: _____

No. & Size of electric meter _____ No. & Size of water meters _____

Check List for Submittal of Application:

- ☐ A mandatory meeting with homeowner and city staff on residential fire sprinklers prior to permit issuance.
- ☐ Is your property located in the Historic Preservation District? Yes/No If yes, your application and plans will need to be reviewed by the Historic Preservation Committee.
- ☐ Is your property located in the RT or CBD Zoning District? If yes your application and plans are to have an Architectural Consult Meeting with our Planning Division before we can issue your permit.
- ☐ Building Permit Application – Completely Filled Out.
- ☐ Two-2 Copies of Plat Of Survey– Show yard setbacks to all of your lot lines and proposed top of foundation.
- ☐ Two-2 sets of drawings that show all interior and exterior construction details.
- ☐ Electric service application – Completely Filled Out.
- ☐ Letter of Intent - If any plumbing is being conducted by anyone other than the owner who lives at the property, a Letter of Intent from the Plumbing Contractor is required. The letter must be on company letterhead indicating they are the plumbing contractor conducting the plumbing work for this job.
- ☐ A copy of the Plumbing Contractor's Illinois State Plumbing License and their Illinois State Contractor License.
- ☐ If any roofing is being conducted by anyone other than the owner we need the Roofing Contractor's Illinois State License Number and the expiration date of their License.
- ☐ Submittal fee of \$125.00 either in check payable to the City of St. Charles or cash.

Owner of the Property:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Applicant:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

General Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Electrical Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

**Application - New Residential
New Construction -Page 2**

Plumbing Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Illinois License No. _____

Concrete Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Sewer & Water Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Roofing Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Illinois License No. _____

HVAC Contractor:

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

Contractor: _____

Name: _____

Address: _____

City/State/Zip Code: _____

Telephone NO. _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ **SIGNATURE:** _____

REPORT OF THE BUILDING OFFICIAL

Remarks: _____

Accepted: _____ **Rejected:** _____ **Date:** _____

Signed: _____

For Office Use

Received _____

Fee Paid \$ _____

Receipt # _____

Check # _____

Copies of application distributed to:

Electric: _____

Planning: _____

Water: _____

Development Engineering: _____

Engineering/PW: _____

Historic Preservation: _____

Fire: _____

Sewer: _____